

Small Business Set Aside - Non Discrete/ Non Technical Projects

Firm: Firm Name Here

Selection Criteria/Order	Weight (W)	Adjectival Rating Point (ARP)	Total Score (W * ARP = TS)	No. and Category of Findings
1 - Capacity	20%			
2 - Location	20%			
3 - Specialized Experience/ Technical Competence	20%			
4 - Past Performance	20%			
5 - Professional Qualifications	10%			
6 - Design Quality Management Plan (DQMP)	10%			
FINAL SCORE	100%	0	0	Max Total Score = 400 pts

Selection Criteria Descriptions

Capacity: Capacity to accomplish work in the required time. (Limit 2 additional single sided pages)

Location: Location in the general geographical area of the project and knowledge of the locality of the project. (Limit 2 additional single sided sheets)

Specialized Experience/ Technical Competence: Specialized experience and competence over the past 10 years in the type of work required, including, any experience with LEED rating system and energy conservation. (Limit 10 single sided pages)

Past Performance: Past performance in the last 10 years on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. (Limit 10 additional single sided pages)

Professional Qualifications: Qualifications of individuals for satisfactory performance of required services. Use SF 330. No additional pages

Design Quality Management Plan (DQMP): DQMP shall include an organization chart and briefly address the management approach, team organization, quality control procedures, cost control, value engineering, coordination of in-house disciplines and subcontractors, and prior experience of the prime firm in working with the same consultants proposed for this contract. (Limit 4 additional single sided pages)

Adjectival Rating Weighting Points and Description

Excellent (4) - A comprehensive and thorough proposal of exceptional merit with one or more significant strengths. No deficiency or significant weakness exists.

Very Good (3) - A proposal having no deficiency and which demonstrates overall competence. One or more significant strengths have been found, and strengths outweigh weaknesses.

Good (2) - A proposal having no deficiency and which shows a reasonably sound response. There may be strengths or weaknesses, or both. As a whole, weaknesses not offset by strengths do not significantly detract from offeror's response.

Fair (1) - A proposal having no deficiency and which has one or more weaknesses. Weaknesses outweigh strengths.

Poor (0) - A proposal that has one or more deficiencies or significant weaknesses that demonstrate a lack of overall competence or would require a major proposal revision to correct.

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Findings

Capacity
Location
Specialized Experience/ Technical Competence
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DQMP